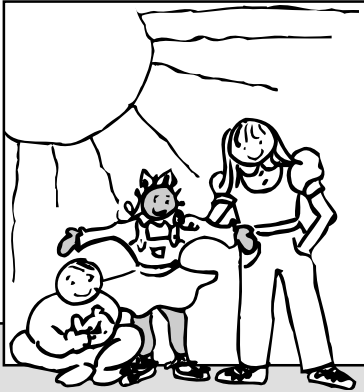


CHILD CARE



Policies & Procedures

Information for Parents

Introduction

Child care providers are required to give parents written information about child care policies and procedures, as well as explain these policies and procedures to the parents. The following outline covers the policies and procedures you are required to inform parents about. Some additional points which other providers have found important are also included.

Providers frequently begin their *INFORMATION FOR PARENTS* with a statement about their child care philosophies, background in child care, and other information which they wish to share with parents. You will need to write these *POLICIES AND PROCEDURES* in your own words, expanding on the short statements in the outline. As you write your policies and procedures, give careful thought about what will work best for you, the parents, and the children you intend to serve. Feel free to write any other information you want the parents to have.

Admission Requirements and Enrollment Procedures

List the forms the parent must fill out BEFORE child care begins.

These are:

- a completed "Child Care Home Register",
- a completed "Certificate of Immunization Status",
- a completed "permission form"

Suggested other forms to complete are:

- a "Child Care Agreement"
- a "USDA Food Program Enrollment form"

Other suggested points to cover in this section:

- Get-acquainted visits before child care begins – how are these scheduled; who comes; how many; reason they are required?
 - Trial periods of child care – why have one; how long does it last; what are possible outcomes?
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Fees, Payment Plans & Business Practices

Fees:

- do you charge by the child care slot?
- do you charge by the hour, day, week, month?
- what are your overtime rates and late fees?
- what services do you charge extra for? (registration fees, diapers, field trips, special activities, etc.)
- when do you re-evaluate rates?

Payment Plans:

- when is payment due?
- how much advance payment is required?
- are payments made by check, money order, cash?
- how would you handle late payments and/or bad checks?

Business Practices:

- what is your policy about vacations – yours and the parents; what notice is needed; are they paid; etc?
- who is to find a caregiver if you are ill and can't provide child care?
- what would cause you to stop providing care for a child, and how much notice would you give parents?
- how much notice do you require from parents if they stop bringing their child to your home?

Typical Activity Schedule and Hours of Operation

- Describe what will happen during a typical day in your child care home.
- What type of activities and routines do you plan to offer for young children, pre-schoolers, school-age children? (as appropriate).
- Do you plan to have field trips, special projects, etc.?
- When do you plan to serve meals and snacks?
- What days and hours are you open for child care?
- What is your holiday and vacation schedule; days closed?

Meals and Snacks

- Which meals and snacks will you provide?
 - Describe a typical meal and a typical snack.
 - Do you want parents to provide any food? If so, give examples like infant food, birthday treats, etc.
 - If parents provide lunches or snacks, give examples of what you want them to send, and what you do not want sent.
 - Tell parents if you belong to a USDA food program.
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Free Access	<ul style="list-style-type: none"> • Tell parents that they have a right to access any areas used by their child in the child care home.
Child Abuse Reporting	<ul style="list-style-type: none"> • Tell parents that you are required to report suspected child abuse and/or neglect.
Behavior Management and Discipline	<ul style="list-style-type: none"> • Describe how you plan to help children manage their behavior. • Describe what disciplinary methods you will use. • You must state that spanking or any form of corporal punishment is prohibited.
Non-Discrimination Statement	<ul style="list-style-type: none"> • State that you will not discriminate in employment practices or clients served.
Religious Activities	Describe any religious activities such as saying grace, religious teaching, religious rituals, religious music, (Christmas carols, etc.), religious holidays observed (Hanukkah, Christmas, Easter, etc.) and any other religious activities.
Transportation and Field Trip Arrangements	<ul style="list-style-type: none"> • If you transport children in your motor vehicle, describe what safety measures you will use. • Describe your vehicle and passenger medical/liability insurance. • Describe how you would transport children on field trips and how you would supervise them.
Practices Concerning Medical Emergencies	<p><i>Minor emergencies:</i></p> <ul style="list-style-type: none"> • how would you handle them? • who would you contact? • how would you keep records about them? <p><i>Life-threatening emergencies:</i></p> <ul style="list-style-type: none"> • how would you handle them? • what would you do if you couldn't contact parents? • who would you notify? • how would you keep records about them?
Practices Concerning an Ill Child	<ul style="list-style-type: none"> • Describe when a child should be kept home because of illness. • Describe what you will do if a child becomes ill while in care.
Practices Concerning Medication Management	<ul style="list-style-type: none"> • Will you give medication to children, and what kind? • What forms do parents need to fill out?

- What kind of labels must be on medications?
 - How will you keep records of medications given?
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**Practices Concerning Care
of the Young Child**

- What are your diapering and toileting procedures?
 - What are your toilet training practices?
 - How will you feed young children?
 - What kind of sleeping equipment will you provide?
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**Other Information You May
Want to Include**

- A convenient time for parents to talk to you about concerns they might have.
- The means you will use to let parents know about their child.
Examples: Notes sent home, “conferences” with parents, daily chats, etc.
- List all items parents are to provide, such as:
 - plastic bags for soiled diapers,
 - bottles and nipples,
 - commercial formula,
 - change of clothing,
 - outdoor clothing, etc.
- Your policy on:
 - Where in your home parents may leave and pick up their child.
 - Children bringing their own toys and who is responsible if they are broken.
 - Children bringing gum, candy, money, treats for birthdays, etc.